

INDIANA DEPARTMENT OF TRANSPORTATION

Professional Services BulletinON LINE

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FRANK O'BANNON, Governor J. BRYAN NICOL, Commissioner

(317)232-5325

Professional Services Bulletin - 2001 - No. 07

March 8, 2002

This "Professional Services Bulletin" is the official notice of professional services requested by the Indiana Department of Transportation (INDOT). You may submit statements of interest if you have qualifications data currently on file with INDOT's Consulting Services Unit or submit qualifications data with the statement of interest. A statement of interest must include a technical proposal, describing the capabilities and proposed method of completing the requested services.

Statements of interest must comply with the following requirements:

- 1. Submit statement of interest in a single sealed envelope.
- 2. Write the following information in the bottom left hand corner of the envelope containing the statements of interest:
 - a. "PSB 2001 No. 07"
 - b. Name of firm submitting statement of interest
 - c. Item number(s) for which the firm has enclosed the statement(s) of interest.
- 3. INDOT will not accept statements of interest sent collect or be responsible for the consultant's mailing and/or shipping costs.
- 4. For joint ventures, indicate the work and estimated percentage of the total project to be performed by each participant. If selected, all joint venture participants will be required to sign the INDOT consultant contract as wholly responsible parties.
- 5. Only statements of interest received by the Consulting Services Unit prior to 4:00 P.M., Indianapolis time, March 22, 2002,

will be given consideration. Statements of interest received after the deadline will be returned to the consultant unopened.

6. Send statements of interest to:

Jodi Williams
Program Coordinator
Consulting Services Unit
Indiana Department of Transportation
100 North Senate Avenue, Room N730
Indianapolis, Indiana 46204-2249

Telephone: (317) 232-5325

The Indiana Department of Transportation will ensure that all certified Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit statements of interest and will not discriminate against any consultant on the grounds of race, color, religion, sex, disability, national origin, or ancestry in the selection process.

All consultants selected to provide services shall be required to comply with the following:

A. INDOT Disadvantaged Business Enterprise Program:

- General
 - a. Notice is hereby given to the consultant or subcontractor that failure to carry out the requirements set forth in 49 CFR, Part 26 shall constitute a breach of contract and, after notification, may result in termination of the contract or such remedy as the state deems appropriate.
 - b. The referenced section requires the following policy and disadvantaged business enterprise (DBE) obligation to be included in all subsequent agreements between the consultant and any subcontractor:
 - (1) It is the policy of the Indiana Department of Transportation that disadvantaged business enterprises, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this contract. Consequently, the DBE requirements of 49 CFR Part 26 will apply to any contract entered into as a result of this "Professional Services Bulletin".
 - (2) The consultant agrees to ensure that disadvantaged business enterprises, as defined in 49 CFR Part 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under contracts with INDOT. In this regard, the consultant shall take all necessary and reasonable steps, in accordance with 49 CFR Part 26, to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The consultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of federally-assisted contracts.
 - (3) In accordance with the STURAA of 1987, women business enterprises (WBE) have been considered to be socially and economically disadvantaged; therefore the DBE program has been combined.
 - c. As part of the consultant's equal opportunity affirmative action program, it is required that the consultant shall take positive affirmative actions and put forth good faith efforts to solicit statements of interest from and to utilize disadvantaged business enterprise subcontractors, vendors or suppliers.

2. Definitions

The following definitions apply to this section:

a. "Disadvantaged Business Enterprise" or DBE means a for profit small business concern that is at least 51 percent owned by one or more individuals who are both socially and

- economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals, and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- b. "Small Business Concern" means a small business concern as defined pursuant to section 3 of the Small Business Act and SBA regulations implementing it (13 CFR Part 121) that also does not exceed the cap on average annual gross receipts specified in 49 CFR Sec. 26.65(b).
- c. "Socially and Economically Disadvantaged Individuals" means (i) any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis; or (ii) any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - (1) Black Americans which includes persons having origins in any of the Black racial groups of Africa;
 - (2) Hispanic Americans which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - (3) Native Americans which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians:
 - (4) Asian-Pacific Americans which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kirbati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
 - (5) Subcontinent Asian Americans which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
 - (6) Women;
 - (7) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

3. Subcontracts

- a. If the consultant intends to subcontract a portion of the work, the consultant is required to take affirmative actions to seek out and consider disadvantaged business enterprises as potential subcontractors prior to any subcontractual commitment.
- b. The contracts made with potential disadvantaged business enterprise subcontractors and the results thereof shall be documented and made available to INDOT and the Federal Highway Administration when requested.
- c. In those cases where the consultant originally did not intend to subcontract a portion of the work and later circumstances dictate subletting a portion of the contract work, the affirmative action contracts covered under paragraphs 3.a. and 3.b. of this section shall be performed.
- d. No subletting will be approved until the consultant demonstrates compliance with paragraphs 3.a. and 3.b. of this section by submitting Form DBE-2 when subcontracts with non-DBE firms are proposed.

4. Affirmative Actions

The consultant agrees to establish and conduct a program which will enable disadvantaged business enterprises to be considered fairly as subcontractors and suppliers under this contract. In this connection the consultant shall:

a. Designate a liaison officer who will administer the consultant's disadvantaged business enterprise program.

- b. Ensure that known disadvantaged business enterprises will have an equitable opportunity to compete for subcontracts, so as to facilitate the participation of disadvantaged business enterprises.
- c. Maintain records showing (1) procedures which have been adopted to comply with the policies set forth in this clause, including the establishment of a source list of disadvantaged business enterprises, (2) awards to disadvantaged business enterprises on the source list and, (3) specific efforts to identify and award contracts to disadvantaged business enterprises.
- d. Cooperate with the state in any studies and surveys of the consultant's disadvantaged business enterprise procedures and practices that the state may from time to time conduct.
- e. Submit periodic reports of subcontracting to known disadvantaged business enterprises with respect to the records referred to in subparagraph (3) above, in such form and manner and at such times as the state may prescribe.

5. Leases and Rentals

- The consultant shall notify the Indiana Department of Transportation when purchases or rental of equipment (other than leases for hauling) are made with disadvantaged businesses. The information submitted shall include the name of the business, the dollar amount of the transaction, and the type of purchase made or type of equipment rented.
- 6. Your firm will not be considered a disadvantaged business enterprise (DBE) unless it is currently certified by the Indiana Department of Transportation. If you feel your firm qualifies, please contact Charlotte A. Leavell, Division Chief of the Civil Rights Division, Room N855 of the Indiana Government Center North, Indianapolis, Indiana 46204, to obtain the proper forms.

B. Drug-Free Workplace Certification

A certification is required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana as a requirement on all contracts and grants with the state of Indiana in excess of \$25,000.00. No award of a contract or grant shall be made, and no contract, purchase order or agreement shall be valid unless and until a certification has been fully executed by the consultant and attached to the contract or agreement as part of the contract documents. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the contract or agreement and/or debarment of contracting opportunities with the state for up to three (3) years.

By signing the certification, which will be attached to the consultant contract, the consultant certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing and providing all employees engaged in the performance of the contract a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the consultant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- (b) Establishing a drug-free awareness program to inform such employees about (1) the dangers of drug abuse in the workplace; (2) the consultant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- (c) Notifying such employees in the statement required by subparagraph (a) above that as a condition of continued employment on the contract resulting from this solicitation, the employee will (1) abide by the terms of the statement; and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- (d) Notifying in writing the Indiana Department of Administration within ten (10 days after receiving notice under subdivision (c)(2) above, from an employee or otherwise receiving actual notice of such conviction:

- (e) Within thirty (30) days after receiving notice under subdivision (c)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- (f) Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

Before any contract will be made, the consultant must agree to the above terms. A certification agreeing to such will be attached to each consultant contract which must be signed by the consultant.

C. Facilities Capital Cost of Money (September 1987)

- 1. Facilities capital cost of money will be an allowable cost under the contemplated contract, if the criteria for allowability in subparagraph 31.205-10(a)(2) of the Federal Acquisition Regulation are met. One of the allowability criteria requires the prospective contractor to propose facilities capital cost of money in its offer.
- 2. If the prospective Contractor does not propose this cost, the resulting contract will include the clause Waiver of Facilities Capital Cost of Money.

Selection of consultants by the Indiana Department of Transportation is not based on competitive bidding. All firms submitting a statement of interest in response to this Professional Services Bulletin will be notified after the consultant selection has been approved.

ITEM 1

A consultant or consultant team, hereinafter referred to as "Consultant Team", will be selected to: A. assist INDOT in developing the "Fast Track" process; B. prepare INDOT's contract bid package for added travel lanes, alignment relocation and pavement replacement on I-70 from 1.44 miles east of SR 267 in Hendricks County to 0.26 mile west of I-465 in Marion County, and C. assist INDOT in the review, evaluation, and coordination of the "Fast Track" process before and during construction. This will be a cost plus fixed fee contract.

The planned scope of this contract is a follows:

- A. Assist INDOT in defining and evaluating the "Fast-Track" process including:
 - 1. Identification of design Quality Control segments, and
 - 2. Evaluations of time savings, cost savings, and quality conformity to QC requirements.
- B. Develop construction plans and contract bid package, as required, for the project as described as follows:
 - 1. Design of a 4.33 mile long segment of I-70 involving the addition of travel lanes, the alignment relocation of 2.4 miles of this segment and the depression of I-70 mainline pavement several feet below grade for preparation of the proposed Indianapolis International Airport's future taxiways over I-70. The added travel lanes shall be designed to a cross section consisting of 3 basic lanes for mainline I-70 expressway + 2 prevailing continuous lanes on Collector Distributor (C-D) Roads in each direction. This design of this segment of I-70 will include the widening and rehabilitation of the I-70 mainline structures over the East Fork of White Lick Creek, the replacement of the bridge structure that carries High School Road over I-70 as well as the removal of two existing structures over I-70. Total length is 4.33 miles.
 - 2. Design of the interchange ramps and bridges for the Access Roads to the Indianapolis International Airport's future Mid-Field Terminal. This design will require close coordination with the Airport Authority and the architect selected for the Mid-Field Terminal Project. The design of this segment of the project will require the design of three curvilinear bridge structures.
 - 3. Design of a new interchange and roadway for the new Six-Points Road at the Hendricks County/Marion County line. This area of the project will include the design of approximately 2.0 miles of roadway along the alignment of Six-Points Road as well as the design of the ramps of a major interchange. The design of this interchange will require the selected consultant to perform an ultimate build-out design in such a manner as to allow the "phased" construction of the interchange. The design of this area of the project will include at least the design of dual mainline structures over I-70, dual mainline structures over the relocated East Fork of White Lick Creek and two separate ramp bridge structures over the relocated East Fork of White Lick Creek.

DES NO. 9509000, 9910200, & 0200194

Estimated Construction Cost: \$125,000,000.00

C. Provide construction phasing analysis as early as possible in the plan development process to determine logical/constructable contract segments. This analysis will need to take into account traffic management, materials availability, reasonable contract sizing, etc.

- D. Assist INDOT in review, evaluation, and coordination of the "Fast Track" project before and during construction.
 - 1. Coordinate and participate with INDOT in the Pre-Bid meeting.
 - 2. Lead a field check with each bidder separately, assisted by the construction manager, project field engineer, and district construction area engineer.
 - 3. Participate, as directed by INDOT, in the bid letting.
 - 4. Meet weekly with project "Fast Track" team, or as directed.
 - 5. Evaluate "Fast Track" process at each stage in the process, including:
 - a. Preliminary (after letting)
 - b. Mid-point of project
 - c. Final

Contract Requirements

- A. The Consultant Team will be required to provide project specific professional liability insurance policy to supplement consultant's own policies. Limits of liability shall be \$5,000,000 each claim, \$5,000,000 aggregate with a five year term. Proof of insurance shall be required after award of the contract and prior to notice to proceed.
- B. The Consultant Team will be required to establish facilities for electronic plan submission using Viecon software as used for INDOT design/build projects.

Schedule

The work shall be submitted by the Consultant Team to INDOT within the following approximate time periods:

- 1. Preliminary Contract Bid Package is due two hundred ninety (290) days after the notice to proceed.
- 2. Final Contract Bid Package with cost estimate is due twenty-eight (28) days after review of the Preliminary Contract Bid Package.

Required Qualifications

To be considered for selection for this item Consultant Teams must have at least six (6) Indiana registered professional engineers with at least two (2) experienced in bridge design, at least three (3) experienced in highway design, and at least one (1) experienced in construction traffic management.

Information Required from Consultant Teams

To be considered, Consultant Teams must submit a complete response to this PSB using the format provided below. **Each proposal must be submitted in three (3) copies**. Each proposal shall show the full legal names and business address's of the prospective Consultant Team. Proposals by a joint venture team or a prime/subconsultant team shall list the full names and addresses of all team members and the proposed relationship and role for each. The state of incorporation shall be stated for each corporation that is a party as a prospective Consultant.

Letter of Transmittal

The prospective Consultant Team's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective firms contractually. The transmittal letter shall include the name, title, address, and telephone number of one or more individuals who can respond to requests for additional information, and also, of one or more individuals who are authorized to negotiate and execute a contract on the prospective Consultant Team's behalf.

Quality Assurance and Work Plan

The Consultant Teams shall set forth how they propose to accomplish this work and to assure quality submissions. The quality assurance plan shall detail the staff members responsible for each development segment.

Qualifications

The proposal shall include brief descriptions of similar/relevant completed contracts.

Personnel

The Consultant Teams shall document and illustrate their capacity to complete the project on schedule without causing delay to other INDOT projects that they are already assigned to design. The proposal shall also include a statement declaring their ability to do so. Specific background information on the key individuals who are to be assigned to this project should be included. The background information on these individuals should emphasize their experience relative to the project requirements. Information on these individuals shall also include those persons' role responsibilities for other ongoing or known future projects.

Forms

In addition to the above information Consultant Teams shall also submit the following completed forms: 1) Contract Balances, 2) Current Transportation Projects, 3) Completed Transportation Projects, 4) Office Address Listing Form, 5) Personnel Summary Form, and 6) Listing of Personnel Form.

Oral Presentations

Short-Listed Consultant Teams should expect to be required to make oral presentations within eight days of selection of the short list. The subject of the presentations will be to illustrate to INDOT the Consultant Team's capacity to complete the project and all other INDOT work on schedule.

Questions regarding INDOT's "Fast Track" work plan may be directed to Mr. Walt Land at (317) 233-3699. Questions regarding preparation of your response to this Professional Services Bulletin may be directed to Mr. Jeff Clanton at (317) 232-4198.

Proposed Schedule – "Fast Track" Project New Road Construction, US 70, Marion and Hendricks Counties Des No. 9509000, 9910100, 0200194

Bold - Project Milepost	Other - INDOT Consultant Milepost
 Professional Services Bulletin for engineering involving scope, preliminary design and "Fast Track" process development 	March 8, 2002
Consultant responses due	March 22, 2002
Consultant selection	March 28, 2002
Consultant proposal due	April 5, 2002
Consultant Notice to Proceed	April 17, 2002
Preliminary Contract Bid Package due	January 3, 2003
Final Contract Bid Package due	February 4, 2003
Invitation to Bid to Contractors	April 15, 2003
Pre-Bid Meeting	April 23, 2003
Field Checks for Contractors	April 28-30, 2003
Bid Letting	May 20, 2003
Contract Award	May 23, 2003
Contractor Notice to Proceed	June 3, 2003
Construction complete	December 3, 2004

CONTRACT BALANCES

Name of Firm:	

For those consultants who currently have active or pending contracts with INDOT, please supply the following information for each. Duplicate this sheet if necessary. Please include all projects for which you have been selected and the estimated contract amounts. You may include comments concerning projects that are on hold, but the contract amounts should still be included in the totals. Sub-contracted amounts are also to be included in the totals.

Division :	Design	Toll Road
(Check one)		Operations Support
(Check one)	Band AcquisitionPre-Eng & Environment	Operacions supporc
	Pre-Eng & Environment	Roadway
Management		
		Other
Descr	iption:	
	Des# (if applicable), Active Project # (if applicable)	or Pending
	Project # (if applicable)	
	Route:	
	Description of work	
	Description of work	
Total	or Estimated Contract Amount: \$	Domaining Amount
		, Remaining Amount
Unbilled: \$		
Division :	Design	Toll Road
(Check one)	Land Acquisition	Operations Support
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Unbilled: \$, Remaining Amount
		Toll Road
Unbilled: \$		Toll Road
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Unbilled: \$ Division: (Check one)		Toll Road
Unbilled: \$_ Division :	DesignLand AcquisitionPre-Eng & Environment	Toll Road Operations Support Roadway
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STATEMENT OF INTEREST PROFESSIONAL SERVICES BULLETIN - 2001 - No. 07

Name of Firm:				
CURRENT TRANSPORTATION PROJECTS - List your current non-INDOT highway transportation				
projects that are being developed by the personnel that would also be working on the INDOT projects				
included in this Professional Services Bullet	tin. Copies of this she	et may be used for	or additional	projects.
Project Name	Client		%	
		Construct ion Cost	Comp.	Offic e
		1011 0050		(see
Services being provided	(ex Survey	Road Design	an Brid	note)
Design, Construction Inspect		, Road Best	gii, biid	90

NOTE: Indicate which office is doing the majority of the work on each project. Use the Office Code Number from the Office Address Listing Form.

STATEMENT OF INTEREST PROFESSIONAL SERVICES BULLETIN - 2001 - No. 07

Name of Firm:				
COMPLETED TRANSPORTATION PRO- completed by your firm within the last five y Listing of Personnel Form within this Stater used for additional projects.	years. Only projects c	completed by the	personnel lis	sted on you
Project Name	Client		Year	
_		Construct ion Cost	Comp.	Offic e (see
Services provided (ex. Construction Inspection, etc	- Survey, Road	Design, Br	idge Des	note) ign,
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NOTE: Indicate which office is doing the majority of the work on each project. Use the Office Code
Page 12 of 18

Number from the Office Address Listing Form.

OFFICE ADDRESS LISTING FORM

Name of Firm :	
OFFICE ADDRESS LISTING - Main Office should be the office that yo qualification, project, and personnel information. Additional offices may	
Main Office, Office Code - (1)	
Address: Street	
City, State Zip	
Telephone, FAX	_
Main Office will work on INDOT projects. Yes	No
Branch Office, Office Code - (2)	
Address: Street	
City, State Zip	
Telephone, FAX	_
Office # 2 will work on INDOT projects. Yes No	_
Branch Office, Office Code - (3)	
Address: Street	
City, State Zip	
Telephone, FAX	_
Office # 3 will work on INDOT projects. Yes No	_
Branch Office, Office Code - (4)	
Address: Street	
City, State Zip	
Telephone, FAX	_
Office # 4 will work on INDOT projects. Yes No	_

PERSONNEL SUMMARY FORM

Name of Firm:	

List the number of employees at each work location for each Personnel Category available for INDOT design and/or survey work. Only full time employees shall be listed. Do not list any employees more than once. Employees that are working on <u>non-highway</u> transportation work should be listed as Personnel Category - Q.

(*)	PERSONNEL CATEGORIES	MAIN OFFICE	BRANCH	OFFICES
Principal (A) Registered Professional Engineer (B) Non-Registered Graduate Engineer (C) Registered Land Surveyor (D) Non-Registered Land Surveyor (E) Non- Engineer/Non-Surveyor Project Manager (F) Registered Professional Engineer (G) Non-Registered Graduate Engineer (H) Registered Land Surveyor (I) Non- Registered Land Surveyor (I) Non- Registered Land Surveyor (J) Non- Engineer/Non-Surveyor Design Engineers (K) Registered Professional Engineer (L) Non- Registered Professional Engineer (M) Other Professionals, Planners, etc. (N) Engr. Technicians, Draftsman, etc. Surveying Technicals (O)			Indiana	Others
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Surveyor	Surveyor			
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etc. Surveying Technicals (0)				
Surveying Technicals (0)				
(0)				
Registered Land Surveyor				
	Registered Land Surveyor			

(P)		
Surveying Technicals		
Support Personnel		
(Q) Other		
Firm Personnel		
Totals		

LISTING OF PERSONNEL FORM INSTRUCTIONS

Provide the requested information for all of the employees that you expect to use on INDOT projects. Personnel shall be listed by office, in alphabetical order, starting a new page for each office.

Office Location

Show the Office Location Code at the top of each page from the Office Address Listing Form.

1. Name

Names shall be listed in alphabetical order by last name. Only full time employees shall be listed. No employee shall be listed for more than one office. Employees who work in more than one office shall be listed only for the office in which the most time is spent.

Personnel Category

Show the Personnel Category Code (A through Q) as shown at the left of each Personnel Category Description from the Personnel Summary Form. Indicate only one Personnel Category for each employee. If more than one Personnel Category applies to an employee, indicate the category in which the employee is expected to devote the most time. Employees listed under Personnel Category "Q" do not need to be listed.

Years of Experience

For each employee indicate the number of years of experience with your firm and the total number of years of experience.

2.a. Project

List the project that each employee spent the most time on last year.

2.b. Type of Work

For each employee list the principle type of work performed, bridge design, road design, site design, drafting, survey, environmental, right-of-way engineering, others, etc.

Listing of Personnel Form

Name of Firm:	Office Location:

1. Name - Last, First	Personnel Category		Experience
(List in alphabetical order) 2.a. Project	Category b. Type of Work	Your Firm	Total
1.	b. Type of work		
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
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